

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR I, TRAINEE -  
Office of the Inspector General

SALARY GROUP: C01

DEPARTMENT: Office of the Inspector General

Page 1 of 4

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bruce Toney DATE: 10/16/2013

POSITION #: 017049

**I. JOB SUMMARY**

Performs entry-level investigative enforcement work. Work involves conducting investigations of criminal violations and administrative investigations of allegations of serious employee misconduct. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Conducts administrative investigations and enforces agency regulations; evaluates allegations of serious employee misconduct to include allegations of excessive and unnecessary use of force, harassment, and retaliation against offenders; identifies investigative issues and administrative violations; and collects and evaluates evidence to formulate defensible investigative conclusions.
  - B. Investigates criminal offenses occurring on Texas Department of Criminal Justice (TDCJ) property or involving TDCJ interests; obtains and executes warrants; maintains liaison and assists outside law enforcement agencies; responds to crises and dangerous situations; makes arrests; conducts undercover investigations; pursues escapees and fugitives; provides special security; and testifies in criminal courts, before grand juries, and other official proceedings.
  - C. Assists with managing investigative caseloads; prepares reports of investigations and criminal cases for prosecution; and maintains records of investigative cases, evidence, and property.
  - D. Responds to law enforcement duties to include pursuit of offenders and criminals by foot and car; and assists in the restraint of offenders and criminals by using proven physical abilities of cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR I, TRAINEE -  
Office of the Inspector General

SALARY GROUP: C01

DEPARTMENT: Office of the Inspector General

Page 2 of 4

**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice preferred.

Law enforcement or correctional custody experience in a state, county, or federal correctional system preferred.

or

Semester hours from a college or university accredited by an organization recognized by the CHEA or by the USDE may be substituted with prior law enforcement or military experience in a municipal, county, state, or federal system, based on the following ratios:

Semester Hours	Law Enforcement or Military Experience
00-15	48 months or more
16-30	42 months or more
31-45	36 months or more
46-60	30 months or more
61-75	24 months or more
76-90	18 months or more
91+	12 months or more

or

Four years full-time, wage-earning experience as a TDCJ supervisor of correctional officers.

2. Valid Class C Driver's License.
3. Must be eligible for licensure as a Texas Peace Officer by the Texas Commission on Law Enforcement (TCOLE).

Selected applicants will be required to successfully complete a Texas Commission on Law Enforcement pre-service law enforcement training program selected and funded by the Office of the Inspector General (OIG). Continued employment is contingent upon successful completion of the TCOLE program.

Applicants must pass the Office of the Inspector General Physical Performance Standards test in order to continue in the selection process.

Employees must annually pass the OIG Physical Performance Standards test or OIG Job Simulation test for continued employment.

For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/oig-prp.html>

Must maintain valid licenses for continued employment.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE:     INVESTIGATOR I, TRAINEE -  
                                 Office of the Inspector General

SALARY GROUP:     C01

DEPARTMENT:        Office of the Inspector General

Page 3 of 4

**B. Knowledge and Skills**

1. Knowledge of the criminal justice system functions and operations.
2. Knowledge of investigative and law enforcement methods and practices.
3. Knowledge of federal and state statutory and procedural law to include the Texas Penal Code and the Code of Criminal Procedures; current case law that impacts the functions of the Investigations Division, legal and procedural rules of evidence, and laws of arrest, search, and seizure.
4. Knowledge of applicable state and federal laws, rules, regulations, statutes, and court orders.
5. Knowledge of methods and procedures for defusing and managing volatile situations and violent and hostile offenders.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill in administrative problem-solving techniques.
10. Skill in public address.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to develop and manage confidential informants.
13. Skill to interpret and apply laws and regulations to complex investigative and enforcement situations.
14. Skill to analyze and evaluate facts and evidence to formulate defensible investigative conclusions.
15. Skill to exercise legal authority, effect arrests, exercise reasonable force, and use firearms.
16. Skill to secure and process crime scenes and to collect and preserve physical evidence.
17. Skill to manage and contain hostile, volatile, and dangerous situations and to make difficult decisions and direct operations under stressful and dangerous circumstances.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INVESTIGATOR I, TRAINEE -  
Office of the Inspector General

SALARY GROUP: C01

DEPARTMENT: Office of the Inspector General

Page 4 of 4

18. Skill to prepare comprehensive and detailed reports of investigations and to prepare criminal cases for prosecution.
19. Skill to plan, coordinate, and manage extensive investigations involving diverse resources and multiple investigative initiatives.
20. Skill to manage investigative caseloads and other diverse responsibilities.
21. Skill to provide testimony in court and official proceedings.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 100 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, and use firearms.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, dust, fumes, smoke, gases, grease, oils, solvents, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, vibration, working with hands in water, working below ground, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, radio transmitter and receiver, UV-light, .40 caliber semi-automatic pistol, 12-gauge shotgun, AR-15 rifle, surveillance equipment, and automobile.